



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 211311

Date: 02/25/2021

Request #: 281769

Vendor #: 03496

ISSUED TO: JOSEPH E. PARSON
627 SOUTH PACIFIC ST.
LAS VEGAS, NM 87701-

SHIP TO: City of Las Vegas
Attn: Solid Waste Department
35 Aragon Road
Las Vegas, NM 87701

Vendor Fax #:

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	TAX	144.66		630-0000-610-7401	144.66
2	1	LABOR	380.00		630-0000-610-7401	380.00
3	1	REPLACEMENT OF PREVENTOR	6,800.00		630-0000-610-7401	6,800.00
4	1	TAX	768.52		630-0000-610-7401	768.52
5	1	MAIN WATER BACKFLOW PREVENTOR	1,159.00		630-0000-610-7401	1,159.00
6	1	RUSH & SHIPPING DELIVERY	184.00		630-0000-610-7401	184.00
7	1	HEATING UNIT & ENCLOSURE	1,389.00		630-0000-610-7401	1,389.00
8	1	LABOR TO INSTALL	1,179.00		630-0000-610-7401	1,179.00

DEPARTMENT ORDER

Approved By:

Date: 3/1/2021

SUBTOTAL:	12,004.18
TAX:	0.00
SHIPPING:	0.00
TOTAL	12,004.18

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-G000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 281769

BID REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 2/28/21

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned or written quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.

☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Repair water main break & Heat Box

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
	1		Main Water back flow Prevention	1,159.00	1,159.00
	1		Pump & Shipping & Delivery	189.00	189.00
	1		Labor	380.00	380.00
	1		Tax	144.66	144.66
	1		Replacement of Prevention	6,800.00	6,800.00
	1		Heating unit & Enclosure	1,359.00	1,359.00
	1		Labor to install	1,179.00	1,179.00
	1		Tax	768.52	768.52

VENDOR: *Parsons Lawn & Landscaping*

TOTAL: \$

~~12,609.18~~ *12,609.18*ADDRESS: *627 So Pacific*

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ _____

EXPENDED TO DATE \$ _____

CURRENT EXPENSE \$ _____

BALANCE \$ _____

SIGNATURE OF PERSON REQUESTING

630 - 0000 - 610 - 7401

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: *D. Chavez 3/1/2021*

BUDGET AVAILABLE YES: _____ NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



STATE OF NEW MEXICO
EMERGENCY DETERMINATION
FORM



The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. The functioning of government;
2. The preservation or protection of property; or
3. The health or safety of any person.

I. Name of **Agency:** **CITY OF LAS VEGAS**

Agency Chief Procurement Officer: HELEN VIGIL

Telephone Number: 505-426-1106

II. Name of Contractor: Parson's Lawn and
Landscaping

Address of Contractor: 627 South Pacific St

LAS VEGAS, NEW MEXICO 87701

Amount of prospective contract \$ 12004.18

Term of prospective contract: Back flow water leak
damage due to extreme weather conditions.

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Replace backflow prevention valve and heating box to prevent from freezing in extreme temperatures.

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IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

System provides drinking water for facility as well as fire prevention system required by the NMED permit #swm250605

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

System was updated to include heat box and heat tape to prevent water lines from freezing in frigid conditions

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Aside from doing daily inspections to make sure that there is no leaks, request to water department to train staff on repairs of backflow

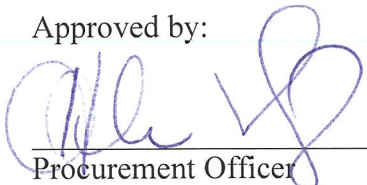
Certified by:



Department Director

Date: _____

Approved by:



Procurement Officer

Date 3/1/2021

APPROVED

Date _____

Jesus E. Baquerá by Domin Chavez, Deputy Finance Director
Finance Director

Parson's Lawn & Landscaping
627 South Pacific St.

Las Vegas, N.M. 87701

ESTIMATE

2-23-21

City of Las Vegas

1700 N Grand Ave.

Las Vegas, N.M. 87701

RE: Emergency Back flow Preventer Repairs

Main water back flow preventer: \$1,159.00

Rush Shipping and Delivery: \$184.00

Labor: \$380.00

Amount: \$1,723.00

Tax: \$ 144.66

=====

Total: \$1,867.66

Replacement of damaged back flow preventer enclosure. \$6,800.00

Heating unit for back flow preventer enclosure to prevent freezing: \$1,389.00

Labor to install: \$1,179.00

Tax: \$ 768.52

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Total: \$10,136.52

Will determine if further damage due to freezing occurred once repairs are completed, and the water is turned on.

Thank you for your business.

Gene Parson



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

RECEIVED
MAR 01 2021
CITY OF LAS VEGAS
PURCHASING DEPT.

February 23, 2021

To: Helen Vigil, Inventory & purchasing

Fr: 
Lucas Marquez, SW Manager

Due to a deep freeze the pipes at the Solid Waste Department busted on the backflow prevention system and water ran for several hours, Gene Parson was called to access the damage and the water department was also called to turn off the water, attached is estimate for repairs to water system and also a new heat box that was damaged. Utilize line item #630-0000-610-7404. In the amount of \$12004.18.

Should you have any questions please give me a call at 429-0214.